



What is changing for State employees?

With the implementation of IRIS HRM in January 2017, state employees will experience changes with the implementation of Employee Self Service (ESS), an online portal that interacts with IRIS HRM. This document contains a list of key changes to expect with IRIS HRM along with what will remain the same for employees.

What is changing:

Employee Self Service (ESS)

- Employee Self-Service (ESS) is a component of the HRM module of IRIS that allows employees a convenient way to review payroll information specific to them and submit updates through a secure online portal.
- ESS is accessible both inside and outside the state network. On January 17th (Go Live), all employees who have access to the internet will have access to ESS.
- ESS eliminates the need to request some personal information from your Human Resource Office or Payroll by offering users access to their personal information through the internet whenever they need it.
- Through ESS, employees will be able to access a copy of their performance evaluations (finalized on or after January 17, 2017).
- Employees can submit updates to their contact information (address changes, emergency contacts, etc.) through ESS, rather than on paper forms.
- Pay advices issued after January 17th will be accessible in ESS.
- **IMPORTANT NOTE:** Entering time is **ONE** component of ESS. At Go Live, Employees in identified pilot agencies (DOA-DAS, DOA-DOF, and DOA DOP&LR, and overtime ineligible employees in LAW) will transition to entering time through ESS. The transition of other divisions and departments will begin in spring 2017 and be coordinated between the IRIS HRM Project team, Payroll, and departments. Entry of time through ESS does not impact an employees' ability to utilize the other available ESS functionality.

Other Changes

- Employees may begin using a new timesheet form due to differences in the terminology and the way time is recorded in AKPAY versus IRIS HRM.
- Overtime ineligible employees will be required to complete a group or individual leave transmittal for document leave (or lack thereof).
- 959 Comp time does not get entered on the timesheet in IRIS HRM and requires a separate action taken by DOP Payroll.

- Time is entered in hours:minutes, so an average workday will display as 7:30 instead of 7.5 on a timesheet.
- Start and stop times are required only when shift differential or recall pay is claimed and when an overtime eligible employee on an alternate workweek works more than their normally scheduled hours on the day in which their workweek begins/ends.

What is NOT changing:

- At Go Live, most employees will continue to submit their time as they do today, using paper timesheets, leave reports, etc.
- Employees will be able to access Employee Docs Online to view past pay advices.

What resources are available?

- All IRIS and ESS reference materials including course manuals, reference guides, and video tutorials will be accessible to all state employees at: <http://doa.alaska.gov/dof/iris/refer.html>
- Updated Payroll Schedules and Calendars are posted on the DOF Payroll website: <http://doa.alaska.gov/dof/payroll/calendars.html>
- IRIS Help Desk will begin taking IRIS HRM questions beginning January 17th - Phone: 907.465.5555/ Email: IRIS.Project@alaska.gov
- The Employee Call Center may be contacted regarding Employee Self Service (ESS) questions. Phone: 907.465.3009/ Email: EmployeeCallCenter@alaska.gov